

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
West Bloomfield Township Hall Boardroom
West Bloomfield, Michigan**

**Wednesday, August 26, 2026
6:00 PM**

APPROVED

CALL TO ORDER

The meeting was called to order at 6:00 PM by Chairperson Brooks

ROLL CALL

Present: Chair Robert Brooks
Secretary John Erich
Treasurer Terrance Adams
Commissioner Merv Aronoff
Commissioner David Barash
Commissioner Amy Mindell
Commissioner Sally Wenczel

Staff Present: Kelly Hyer, Executive Director
Chris Frey, Parks Superintendent
Ashley Stokes, Recreation Supervisor
Meagan Tehako, Marketing and Events Manager
Kahlia Chehade, Administrative Assistant

Absent: None

Public: Nicole Matthews, Henry Ford Hospital
Judy and Chuck Donstein
Brynn and Kelly Hoffman
Kyana Smith
Michael Laryma

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the agenda.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

PUBLIC FORUM- None

Presentation on Fall Prevention Awareness Week- Presented by Executive Director Kelly Hyer and Nicole Matthews, from Henry Ford Hospital. September 21-25 is National Fall Prevention Awareness Week. Local and national statistics show an increasing risk of falls, and WBPRC is strengthening its efforts to prevent falls and reduce those statistics in our area.

Commissioner Barash read the Proclamation regarding Falls Prevention Awareness Week in its entirety.

ITEMS FROM THE TOWNSHIP LIAISON- No items tonight.

CONSENT AGENDA

Items A through K are Consent Agenda matters considered to be routine by the Commission and enacted by one motion unless a member of the Commission wishes to discuss one of the topics.

Consent Agenda Items

- A) Approval of Minutes-Regular Commission July 27, 2026,
- B) Approval of July Revenue and Expenditure Report
- C) Approval of July Prepaid Expense Report in the amount of \$740,372.76
- D) Approval of Invoice Journal Report (Expenditures by Check & ACH) totaling \$2,158,364.25
 - a. Checks in the amount of \$1,045,752.66
 - b. ACH to be paid to Frank Rewold & Sons for the July Application and Certificate for payment #3 in the amount of \$1,112,611.59
- E) Approval of July Credit Card Refund Report totaling \$20,868.00
- F) Receipt of July Cash Balance Report
- G) Receipt of July Check Disbursement Report for the Connect Bond Reimbursement from Township
- H) Receipt of Prime Contract Change Orders:
 - a. 006 for the Connect Community Center Bond Project to Frank Rewold & Sons, Inc for the changes outlined in bulletin 5 for the entrance doors and is within the contingency balances for a total net change of \$0
 - b. 007 for the Connect Community Center Bond Project to Frank Rewold & Sons, Inc for the anticipated change order moving amounts from Rewold contingency to Owner held Payment and Performance Bond expense line for a net change of \$0
 - c. 008 for the Connect Community Center Bond Project to Frank Rewold & Sons, Inc for the anticipated change order for soil undercuts moving money between applicable allowances to trade line for a net change of \$0
- I) MOU Between the Township and Parks and Recreation Re: Karner Farm Dog Park Accessibility Project
- J) Receipt of two Michigan Municipal Risk Management Authority (MMRMA) letters for the direct distribution of excess net assets of \$8,869 and distribution of excess net assets from the State Pool Retention Fund of \$2,595
- K) Receipt of Approval of Wetland and Floodplain Permit #PWT25-2732 for West Bloomfield Parks and Recreation Trail to remove and replace a stormwater drainage culvert to a portion of existing trail network as outlined in July 15, 2026, WB Environmental Commission meeting

Motion by Commissioner Aronoff, seconded by Secretary Erich to approve items A through K on the Consent Agenda.

Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0

STAFF REPORT

Marketing and Events Manager Meagan Tehako reported on Parks and Recreation Month, the Connect Donor Program, upcoming vendor opportunities, and the Heroes Appreciation Breakfast. She noted that the July Parks and Recreation Month Instagram staff takeovers of “a day in the life” performed above average for engagement and may be repeated. She also highlighted donor opportunities connected to the new Community Center and available vendor spaces for fall events, including Fall Fetch Festival, the October 9 Senior Health Showcase, and Trick or Treat Trail. Manager Tehako also reported that planning continues for the Heroes Appreciation Breakfast on Tuesday, November 3, with Crystal Smith leading the event, the WB Township Library assisting with entertainment, Nick Israel serving as Master of Ceremonies, and Frank Rewold and Sons as presenting sponsor. Commissioners and volunteers were encouraged to participate. Commissioner Mindell commended Manager Tehako for her creativity in social media and signage, noting the humor and fun she brings to the department’s work. Manager Tehako credited her teammate, Abby, for her contributions.

Superintendent Frey delivered the Parks and Maintenance report. He reported that staff began using the new Toro equipment approved earlier this year to maintain aggregate surfaces on ball fields, trails, and parking areas. The equipment has already improved approximately half of the seven-mile trail network. Staff also continued testing methods to extend the life of aluminum signs, installed a shaded gathering area at the Community Garden, completed Lily Pad Springs sanitizing and pump-room filter repairs, placed beetle-carrying plants near Marshbank Park to help control invasive plants, repaired trails in the Nature Preserve and throughout the trail system, and continued replacing worn picnic table and bench parts with blue components that match department branding. Commissioner comments included concerns about pickleball players wearing inappropriate footwear; Superintendent Frey said staff would monitor for prohibited footwear. Commissioner Wenczel noted that the new Community Garden shade structure is already being used and appreciated, and Commissioner Mindell asked about pickleball noise concerns. Superintendent Frey stated that he had not received recent complaints.

Recreation Supervisor Ashley Stokes shared July program highlights, beginning with David’s work as the lead naturalist for Camp WB. He supported biweekly canoe days, Marshbank visits, nature education activities, and staff training in canoeing and fishing safety, helping improve camp experience for staff and campers. The final Eco STEM nature camp was especially popular, with parents reporting that children enthusiastically shared what they learned, including water testing and games. Summer pickleball wrapped up with 40 participants, and the softball league ended in late July with 22 teams. Senior programs also performed well: the women’s self-defense class had its highest attendance and prompted an intermediate follow-up, Stretch and Tone Plus continued to offer smaller-group instruction with Gail Topp, and Thrive Over 55 Crafts drew 35 participants with several take-home project options. Ashley also recognized Caitlin, a naturalist, and Naomi from Connect as they moved on to full-time opportunities. Upcoming events include Cider and Donuts at Connect on September 1, the nearly sold-out Camp Out at Marshbank Park on September 18, Oktoberfest Lunch on September 25, and the new Fall Fetch Festival on September 26, featuring pet vendors, a dog agility show, a costume contest, crafts, food trucks, and more. Commissioner Barash asked about Camp Out capacity, which is now about 275 and has grown by expanding camping from the Maple Ridge shelter area to the sports field, allowing more families to participate.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks attended the past week's Music at Marshbank Park event, and it was phenomenal, with a great band and perfect weather.

B. Items from the Secretary

Secretary Erich completed his master plan survey with Executive Director Hyer commenting there have been around 300 community responses after two days. The goal is to beat 800 responses.

C. Items from the Treasurer

Treasurer Adams reported that the Finance Committee had discussed the interest being earned on bond funds for the new Connect Center. He proposed bringing the matter to the Executive Committee to determine how to address the interest and then report it back to the full Board. Commissioner Aronoff asked for clarification of the issue. Treasurer Adams explained that the concern is whether the interest earned on the bond funds will return to the Parks budget or remain with the Township. Chair Brooks said the Township's position is that it handled the bonding and assumed the risk if interest rates had moved in the opposite direction. He added that the Commission should discuss a fair approach because taxpayers approved the bond and should be the recipients. The Parks Department contributed about \$3.5 million of its own saved funds to the project, and any interest earned on the bonded funds should be considered in how the project is paid for. Commissioner Aronoff asked if this appeared to be the Township's opinion rather than a formal ruling or resolution. Chair Brooks noted that was his understanding from the Township. Commissioner Aronoff asked whether the Commission had any recourse. Chair Brooks responded that the Commission has a voice in the matter. Commissioner Wenczel supported further review and action by the Executive Committee to resolve the interest issue. The Chair confirmed the Board's agreement and thanked Treasurer Adams.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on Tuesday, August 11, 2026. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Stephanie Smith, HR Manager Forton and Marketing & Events Manager Tehako. They discussed the agenda items for tonight's meeting, open projects, contracts and grants that are being submitted. Personnel items were also talked about. Their next scheduled meeting is September 9, 2026.

Finance: Report from Treasurer Adams

Treasurer Adams reports that the Finance Committee met virtually via Teams on Monday, July 20, due to scheduling conflicts. Attendees included himself, Commissioners Barash and Wenzel, Executive Director Kelly Hyer, Finance Manager Stephanie Smith, and Finance Associate Austin Gapp. The committee reviewed construction retainage, the Procore monthly budget report, and draw requests for bond-funded reimbursements from the Township. Financial highlights included \$32,000 in June 2026 interest and \$179,000 year to date, separate from the bond-interest issue discussed earlier. The estimated year-end fund balance is \$5.8 million, with \$2.3 million uncommitted after setting aside \$3.5 million to support the project if needed. The committee also reviewed revenue and expense reports, prepaid expenses, invoice journal, credit card activity, cash balances, and check disbursements. Staff answered all committee questions.

The next meeting is scheduled prior to the regular Commission meeting on August 26, 2026, at 6pm, prior to the monthly Commission Meeting.

Sustainability: Report from Commissioner Mindell

Commissioner Mindell welcomed the junior commissioners, thanking them for attending on behalf of Commissioner Wenczel and the Commission. She also noted that she and Commissioner Wenczel, as private citizens, have been exploring township-wide sustainability initiatives and hope to share more in the future.

NEW BUSINESS

A. Consideration for Approval of Michigan Recreational Construction (MRC) for the removal of basketball courts and installation of a natural playground at Pine Lake Park in the amount of \$782,100.00

Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the site preparation, purchase of the playground equipment, and installation of a natural playground at Pine Lake Park in the amount not to exceed \$782,100.00, to Michigan Recreational Construction Company.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

B. Consideration for Approval of Special Meeting for Master Plan workshop on Wednesday, September 16, 2026

Motion by Commissioner Aronoff, seconded by Commissioner Mindell to approve adding a special meeting for the 5 Year Parks and Recreation Master Plan workshop on Wednesday, September 16, 2026, at 6pm.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

C. Consideration for Approval of the Schedule of 2027 WBPRC Meeting Dates

Motion by Commissioner Wenczel, seconded by Commissioner Aronoff to approve the 2027 West Bloomfield Parks and Recreation Commission meeting schedule. The dates for the regular Commission meetings will be as follows, unless otherwise noted:

Joint meeting with Township Board: Wednesday, January 13, 2027

Wednesday, January 27, 2027

Wednesday, February 24, 2027

Wednesday, March 24, 2027

Wednesday, April 28, 2027

Wednesday, May 26, 2027

Wednesday, June 23, 2027

Wednesday, July 28, 2027
Wednesday, August 25, 2027
Wednesday, September 22, 2027
Budget Workshop: October 5 or 7, 2027 (Hold both)
Wednesday, October 27, 2027
Wednesday, November 17, 2027 (third Wednesday)
Wednesday, December 15, 2027 (third Wednesday)

Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0

D. Consideration for Approval of the Schedule of 2027 WBPRC Holidays

The dates will be as follows:

1. New Year's Day (1/1/27)
2. MLK Day (1/18/27)
3. Memorial Day (5/31/27)
4. Juneteenth Observed (6/18/27)
5. Independence Day Observed (7/5/27)
6. Labor Day (9/6/27)
7. Thanksgiving Day (11/25/27)
8. Day after Thanksgiving (11/26/27)
9. Day before Christmas Day (12/24/27)
10. Christmas Day Observed (12/27/27)
11. New Year's Eve (12/31/27)

In addition to Holidays, Green and Connect will also be closed for the following days:

1. January 7, 2027, All Staff Retreat
2. January 21, 2027, Recreation Staff Retreat
3. December 10, 2027 (half day) All Staff Appreciation
4. December 28, 2027-December 30, 2027 (Staff use their PTO days as needed)

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the 2027 West Bloomfield Parks and Recreation Commission holiday schedule.

Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0

E. Discussion of a potential vacancy on the WBPRC, as of December 1st, 2026.

The Chair explained that the November election could create a Park Commission vacancy effective December 1st if a commissioner joins the Township Board. He recommended following the prior process: interviewing interested candidates, sending a recommendation to the Township Board, and having the Township Board make the final appointment. The process would begin after the election, though resumes

or introductions could be collected in advance. Commissioner Barash asked whether the vacancy would begin November 1st or December 1st, and the Chair clarified that it would begin December 1st. He also asked whether the Commission had to appoint someone within a month or could continue into January if needed. The Chair said the Commission would still have a quorum, so there was no requirement to appoint someone by December 1st. Any recommendation would go to the Township Board after the Commission made its decision.

Executive Director Hyer noted that candidate information could be gathered by email, application, or a simple digital form, and offered to help manage contact information and scheduling. The Chair said candidates could email him directly, and he would forward their information to staff to schedule interviews after the election.

ANNOUNCEMENTS-

Commissioner Aronoff wished everyone a wonderful Labor Day.

Commissioner Wenzel thanked the Board for recognizing the junior commissioners, thanked Brynn for staying through the meeting, and invited her to introduce herself during public forum. She noted that the first junior commissioner meeting is planned for September, with a Lansing field trip and several activities ahead, including interviews with elected officials, interview guidance from Tyler Kieft, and a book club led by Jeff Crocker from the library. She also thanked Kelly Hyer, Cathy Russ, and Kalia Chehade for helping organize and grow the program.

PUBLIC FORUM-

Brynn Hoffman introduced herself to the Commission as a Jr. Commissioner.

Kyana Smith introduced herself as a candidate for the West Bloomfield School Board and long-time West Bloomfield resident. She shared that she has lived in the school district for more than 18 years, has raised children there, and is speaking as a candidate, educator, and community member. She asked for support in the November 3rd election and directed attendees to her campaign information to learn more.

ADJOURNMENT

There being no further business before the Commission, the meeting was unanimously adjourned at 7:25PM.

Reviewed by,
John Erich

(As a permanent record, an audio tape of this meeting in its entirety is on file and will remain at the Parks and Recreation offices where it may be heard.)